



Job Description

Part-Time Business and Operations Administrator

Job Title: Business and Operations Administrator

Level: Part Time, Non-Exempt

Reports to: Lead Pastor

Hours per Week: 20-25

Hourly Rate: Negotiable

Benefits: None

First Covenant Church of Oakland (FCC) is a multi-ethnic, multi-generational church in the Evangelical Covenant Denomination (ECC) with a rich history in the Bay Area, founded in 1887. We have an average of 500 people in worship each Sunday and a total estimated at 800 who attend FCC in a given month. The Mission of FCC is to Equip People to Follow Jesus in their Everyday Lives. The Business Administrator will report to the Lead Pastor and will implement the vision and values of the Church and Treehouse Preschool. This role will support and develop systems, structures, and teams, and will oversee the business administration of facilities, finance, human resources, and staff support. This is an administrative role focused on the day-to-day business operations of the church.

DUTIES & RESPONSIBILITIES:

Administrative

- Support Lead Pastor in executive administration as head of staff.
- Support Pastors in business administration and operations for their respective areas.
- Support and/or Supervise Staff and Volunteer Ministry Leaders in business administration and operations for their respective areas.
- Support and Facilitate communication in all matters related to business administration for Treehouse Preschool.

Finance

- Collaborate and comply with the FCC Finance Board in its role of directing the financial affairs of the church.
- Coordinate the annual budget process and ongoing ministry budget reviews, working closely with Staff, Ministry Leaders, and the Finance Board.
- Approve all expenditures and ensure proper budget categorization.
- Oversee church bookkeeping, cash positions, bank reconciliations, and accounts payable, and maintain church fixed asset records.
- Ensure compliance with financial policies.
- Coordinate financial planning and periodic financial reviews with Staff and Ministry Leaders.
- Collaborate with Church Treasurer and Financial Secretary in their respective roles for financial management of the church.
- Support the FCC congregational stewardship efforts and communication.
- Regularly attend Finance Board meetings.

Human Resources

- Manage personnel operations, employee policies and procedures, recordkeeping, and employment files.
- Manage and ensure compliance of all facets of insurance, taxes, employment law, and employee benefits.
- Assist Lead Pastor in staff alignment, org chart, compensation, and development.
- Prepare documentation for new employees and independent contractors.

Facilities

- Supervise and/or assist Office/Facilities Manager in conducting business with facilities services such as vendors, security, maintenance, emergency repairs, custodial, and groundskeeping in coordination with the Facilities Board.
- Supervise office services and approve vendor/service contracts, and maintain authority over accounts, vendors, and contractors.

Other

- Other duties as assigned.

Direct Reports

Book Keeper

Office / Facilities Manager

Others as assigned

Position Qualifications & Requirements:

- Bachelor's Degree in Business Administration or a related field and/or minimum of 5 years equivalent experience in Accounting or Business Operations Management
- Ability to manage a complex organization and supervise diverse employees
- Excellent verbal and written communication skills
- Relationship building and people skills
- Self-motivation and initiation
- Strong organizational skills
- Knowledge of computer systems, including Microsoft Office, electronic communication software, membership software, and financial reporting and accounting software
- A strong Christian faith, a heart for ministry, and a desire to collaborate with the FCC Leadership for the mission of the church

Contact:

First Covenant Church of Oakland

Lead Pastor: Marco Ambriz

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Please include resume and cover letter with three references.